

School District No. 38 (Richmond)
7811 Granville Avenue, Richmond, BC V6Y 3E3

MINUTES OF PUBLIC MEETING OF POLICY COMMITTEE

Date: Monday, February 11, 2019 at 10:30am
Board Room, Main Floor, Administration Building

Present: Sandra Nixon, Chairperson
Donna Sargent, Vice Chairperson
Heather Larson, Member
Ken Hamaguchi, Board Chair*
Scott Robinson, Deputy Superintendent
Laura Buchanan, Executive Director, Human Resources*
Lynn Archer, Assistant Superintendent*
Liz Baverstock, President, Richmond Teachers' Association*
Tim McCracken, Vice President, Richmond Teachers' Association
Donna Dunn, Pro-D Officer, Richmond Teachers' Association
Jose Pelayo, Co Chair
Colleen Howu, Parent
Vrunda Shashikumar, Executive Assistant (Recording Secretary)

Regrets: Sherry Elwood, Superintendent of Schools

* *Present for a portion of the meeting*

The Chair called the meeting to order at 10:43am.

1. INTRODUCTIONS

Introductions were made around the table and the Chair welcomed the attendees to the meeting.

2. ADOPT AGENDA

The agenda was adopted as circulated.

3. APPROVE MINUTES

The minutes of the meeting held Monday, January 7, 2019 were approved as circulated.

4. POLICY 106: SEXUAL ORIENTATION AND GENDER IDENTITY

The Deputy Superintendent provided a verbal update about the SOGI Advisory Committee. This Committee will be comprised of representatives from internal stakeholder groups. All internal stakeholders have provided representatives. Student representatives are in the process of being identified. External stakeholder groups such as Vancouver Coastal Health and Richmond RCMP will also be invited to be on the committee. A question was asked if every school will be having a SOGI Lead. The Deputy Superintendent indicated that it would be appropriate for the Committee to have that discussion and added that this item is on the agenda.

5. BYLAW: 103 - COMPLAINTS AND APPEALS BY STUDENTS, PARENTS, AND PUBLIC:

The Deputy Superintendent provided a verbal update regarding the process parents use in order to express concern about a decision about transfer applications. The process is currently not in compliance with the School Act as decisions regarding transfers are not considered appealable under the Act.

The process will therefore need to be adjusted in order to bring the District into compliance. The Deputy-Superintendent reviewed the proposed new process which would include parents submitting a complaint form to the office of the Deputy-Superintendent who would then assess the transfer application based on the pre-established criteria. The Deputy-Superintendent would then bring a report to the Board summarizing the decisions made regarding transfer complaints prior to parents being informed of final decisions.

In addition, the Deputy-Superintendent indicated that Policy 501.8-R: Student Admission, Registration, Transfer and Placement will also need to be revised slightly in order to bring the policy into compliance with the School Act.

He proposed that current language contained in Section 5.1 of policy 501.8-R: *"Parents/Legal guardians can appeal a 'transfer not-approved' decision of the Principal"* be replaced with *"Parents/Legal Guardians who wish to have a transfer decision reviewed may do so by submitting a complaint form to the Office of the Deputy Superintendent"*. He also discussed the criteria that are used to make a transfer decision.

There were questions and comments about the current transfer appeal process. The Chair indicated that a notice of motion would be tabled at the Board of Education meeting on February 27th in preparation for the March 14th, 2019 meeting. She explained that because the change to policy is required in order to become compliant with the School Act, this would be considered to be of a 'housekeeping' nature and would therefore not be brought into a consultation process. The Deputy-Superintendent indicated that those present at the meeting were welcome to email any questions to him prior to the next meeting.

ACTION: The chair of the committee will table a Notice of Motion at the Public Meeting of the Board of Education on February 27, 2019 in preparation for the March 14, 2019 public meeting of the Board.

6. ASSESSEMNT AND EVALUAITON POLICY 517, 517-R 517-G

The Assistant Superintendent asked that the agenda item: Assessment and Evaluation Policy be renamed as Assessment and Reporting and that the words "Communicating Student Learning" be removed. She addressed the concerns raised by the RTA about the term 'Communicating Student Learning' and read out the policy statement with the new wording as outlined in the policy 517 review document. The district continues to provide support through working with the SRPP School Teams, the Innovation Grant Networking meetings, the Assessment and Innovation Committee, the Education Implementation Committee, and ongoing support provided by Learning Services. The Chair informed the committee that the Ministerial Orders and Regulations will be listed under Administrative Guidelines, instead of under Regulations. Discussion ensued to understand the perspective of the RTA's response to the proposed revision of the Assessment and Reporting Policy. The Assistant Superintendent added that a Reporting Pilot Policy Survey would be sent out to parents and students involved and there would be consultation with the Education Implementation and Assessment and Innovation Committees.

The Deputy Superintendent left the meeting at 11:12 am and joined back at 11:14 am.

The Chair proposed two possible next steps: (1) delay moving the approval and seek clarity as to what is needed in order to approve the motion, or (2) move forward, with a statement about the concerns and an action plan.

ACTION: It was agreed that a Notice of Motion regarding approval of the revised policy 517 be provided to the February 27, 2019 Public meeting of the Board of Education and further that there be an accompanying plan to seek continuing feedback in order to monitor and address the ongoing challenges.

A discussion ensued regarding action plans.

ACTION: A Notice of Motion would be coming to a future meeting of the Policy Committee regarding future action plans.

The Assistant Superintendent left the meeting at 11:37 am

7. SELECTION AND APPOINTMENT OF ADMINISTRATORS: POLICY 300-R

The Executive Director, Human Resources spoke about best practices for the Recruitment and Selection process for Non-union employees and articulated the overall goal of providing the best possible recruitment process for all candidate. The proposed changes were put out for stakeholder feedback, and feedback was received from RASA and RTA.

The RTA President expressed concerns about the administrator interview panel having no representation from the RTA although the RTA members work closely with the administrators. The Chair explained that some interviews may not need representation from all stakeholder groups. The Executive Director explained that HR would have consistency across the positions that are being recruited for; there is a plan laid out for recruitment of school based administrators as they recruit into a candidate pool. A member of the committee inquired about the disadvantages of having multiple stakeholder groups present on the panel. The RTA President reiterated their interest to be present on the interview panel for recruitment of school based administrators with sufficient advance notice, ideally to be received by September.

President, RTA left the meeting at 11:47 am. Chair, Board of Education joined the meeting at 11:47 am.

A member of the committee indicated that having representation from all stakeholders is important from her perspective, especially for school based administrators as people feel it is important to be represented in the hiring process for a school principal. She also indicated that the recruitment of the Superintendent, Deputy Superintendent, Secretary Treasurer, Assistant Superintendents and Director/Executive Directors should include the opportunity to have more than two trustees on the panel.

ACTION: A Notice of Motion will be presented to the Board of Education to consult with the remainder of the Board about how they would like to proceed with the proposed amendments to Policy 300-R.

Executive Director, Human Resources left the meeting at 11:55 am.

9. POLICY REVIEW STATUS [standing item]

The status to January 15, 2019 was included with the agenda package.

The Chair, Board of Education left the meeting room at 11:56 am

10. AGENDA ITEMS FOR UPCOMING MEETINGS

The status to January 15, 2019 was included with the agenda package.

11. NEXT MEETING DATES

The next meeting would be on Monday, March 6, 2019 at 10:30 am.

12. ADJOURNMENT

The meeting adjourned at 11:57am.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "S. Nixon", written in a cursive style.

Sandra Nixon, Chairperson
Policy Committee